



**DIVISION OF
SAFETY AND SECURITY**

**Prepared for:
Principals, Teachers and Administrators**

**LOCK DOWN Protocol
and
Incident Command System
Prevention, Preparedness, Response
and Recovery**

Would you like your school to be a part of future emergency crisis response pilot programming and preparedness training? YES _____ NO _____

**VOLUNTEER
EMERGENCY CRISIS MANAGEMENT TEAM
(PLEASE PRINT)**

Date: _____

School/Building: _____

Address: _____

Principal/PIC: _____

Phone: _____

Police District: _____ Evacuation Location: _____

Safety Plan Completed: YES _____ NO _____

Fax Number: _____

Supervisor: _____

EMERGENCY TEAM MEMBERS

EMERGENCY INCIDENT POSITION

1. _____

Incident Commander/Principal

2. _____

Safety Officer

3. _____

Operations Officer

4. _____

Tracking/Recording Coordinator

5. _____

Logistics Officer

6. _____

Planning Officer

Additional Information: _____

Return to: Division of Safety and Security

Fax No: (216) 432-4920



SCHOOL EMERGENCY/CRISIS PLAN
Duties and Responsibilities by Position

Incident Commander (Principal/Director) School Based

NAME: _____

- Responsible for organizing and directing the school's response to the emergency/crisis by assessing the situation, establishing response objectives, assigning critical duties/responsibilities, utilizing resources, developing and monitoring the action/response plan, developing and implementing all strategic decisions related to the emergency/crisis, and ensuring proper documentation of the incident.
- Discuss the response objectives with the Community Superintendent and Incident Command team officers.
- Conducts regular briefings with the Command Team in order to obtain accurate and timely information pertaining to the emergency/crisis; receives informational updates from the Command Team and Team Officers.
- Coordinates with the Public Information Officer (PIO)/Communications Coordinator, Director of Communications, all media responses/releases and ensures that the community superintendent is fully aware of the same; receives periodic briefings from the PIO/Communications Coordinator.
- Makes decisions as to when the emergency/crisis incident is resolved, thus concluding the emergency response.
- Coordinates a timely debriefing session to evaluate the effectiveness of the school's response to the emergency/crisis; also ensures an after action report regarding the emergency/crisis has been completed.
- Ensures that the Emergency/Crisis Preparedness checklist is completed during the first month of school and periodically thereafter; may be accomplished in coordination with the emergency/crisis preparedness coordinator.

SCHOOL EMERGENCY/CRISIS PLAN
Duties and Responsibilities by Position

Safety Officer (School Based)

NAME: _____

- Evaluates the response objectives in conjunction with the Incident Commander; ensures that the safety of students, staff, response team, and the others is the highest priority; communicates directly to the Incident Commander; authorized to stop/change any unsafe action involving CMSD students/staff.
- Provides accurate and timely status reports to the Incident Commander.
- Attends briefings held by the Incident Commander.

SCHOOL EMERGENCY/CRISIS PLAN
Duties and Responsibilities by Position

OPERATIONS TEAM

Operations Officer (School Based)

NAME: _____

- In conjunction with the Incident Commander, develops/implements the school's emergency/crisis response.
- Informs/coordinates overall response objectives with team members; ensures monitoring access control in the building, monitoring of weather conditions, sweeps/scan facility, grounds, play areas, and restrooms.
- Ensures monitoring of surveillance cameras (*HIGH SCHOOLS ONLY*).
- Provides accurate and timely status reports to the Incident Commander.
- Attends briefings held by the Incident Commander.
- Ensures completion of the school's emergency/crisis plan and works closely with the Incident Commander to ensure emergency/crisis preparedness throughout the school year.
- Ensures scheduling, completion, and recording of required fire drills/ensures scheduling, completion, and recording of Code Blue/Code Red drills.
- Ensures scheduling of required emergency/crisis preparedness training.
- Ensures assignments and coordination of Command Team members.
- Provides accurate and timely status reports to the Incident Commander.
- Coordinates emergency/crisis preparedness efforts and planning with the Educational Facilities Officers (EFO).
- Attends briefings held by the Incident Commander.

SCHOOL EMERGENCY/CRISIS PLAN

Duties and Responsibilities by Position

Tracking/Recording Coordinator

NAME: _____

- Serves as the primary assistant to the Incident Commander and makes accurate and timely notes of the sequence of events; documents all details including time of incident, persons notified, timeline of response, assigned personnel, action items, and any other organizational detail; tracks and follows assignments and available and needed resources; depending on the nature of the emergency.

Check evacuation route/site(s) before evacuating:

- Responsible for checking the evacuation route and area in advance of the evacuation to ensure that the site is free of suspicious packages or other unsafe conditions, immediately communicates all information to the Incident Commander.

Check outdoor play areas/fields for students and staff:

- Responsible for surveying the outdoor areas for students/staff; directs (or escorts) all persons who are outside into the school and immediately contacts the Operations Officer for instructions.

Brings medical information and medications for students/ staff:

- Assigned to bring emergency kit, emergency cell phone, two-way radios, emergency information, and phone numbers for students and staff to command post and/or evacuation site; updates information throughout the school year to ensure accuracy; responsible for updating and replenishing the contents of the emergency kit throughout the school year.

Check restrooms for student(s)/staff and monitor hallways:

- Responsible for monitoring all restrooms for students/staff, and monitors the hallways for unescorted students, visitors and suspicious situations during a Code Blue; may need more than one team member to perform these tasks.

Accompany student(s)/staff to the hospital:

- Assigned to accompany students/staff to the hospital as a result of injuries sustained with the Operations Officer in a timely manner.

Assist with special needs for student(s)/staff:

- Ensures that the necessities of special needs students/staff are being met, i.e., assistance during an evacuation.

Assess metal health needs for student(s)/staff:

- Makes initial assessments of the psychological needs of students/staff during and immediately after an emergency/crisis; shares information with the Incident Commander; (usually the Guidance Counselor).

Sweep/Scan facilities, grounds, play areas/restrooms:

- In groups of two or more, may be asked to visually scan a facility to detect any suspicious items or determine if any area is safe; should be familiar with the area being scanned; process is only visual – any suspicious item or situation should immediately be reported to the Operations Officer.

Monitor Surveillance Camera (High Schools):

- Assigned to monitor possible weather-related emergencies, must be prepared to use an assortment of resources including mass media, scanners, NOAA alert radio, and visual inspection to help communicate any necessary information to the Operations Officer; must be familiar with portable communication devices and computer-based communication.

SCHOOL EMERGENCY/CRISIS PLAN

Duties and Responsibilities by Position

Logistics Team

Logistics Officer (School Based)

NAME: _____

- Responsible for managing and identifying personnel, and equipment needed in response to emergency/crisis; responsible for handing out supplies, equipment and for deploying unassigned staff for work and for coordinating transportation needs with the Office of School Performance (OSP).
- Informs/coordinates response objective with team members; receives accurate and timely information from the Transportation Liaison.
- Assists in developing logistical strategies, and recommendations to resolve the emergency/crisis.
- Ensures that accurate school emergency contact names and phone numbers are up to date and available.
- Provides accurate and timely status reports to the Incident Commander.
- Attends briefings held by the Incident Commander.
- Ensures parent/child reunification is implemented in an effective and efficient manner when appropriate.

Student/Staff Accountability

- Responsible for ensuring that accurate students/staff accountability information is collected and shared immediately with the logistics officer; bring accountability discrepancies to the immediate attention of the Incident Commander.

Parent/Child Reunification Coordinator

- Responsible for implementing the parent/child reunification (PCR) process; parent/child reunification areas must
- Be a substantial distance from emergency/crisis; assigned to monitor and define this area and communicate directly to the Logistics Officer; ensures the information is shared with parents about the proper identification and sign-out leading to the reunification process.

Transportation Liaison

- Assigned to work as a liaison to coordinate any transportation needs during an emergency/crisis/; maintains regular contact with the Logistics Officer.

Emergency cut/off switches/valves

- Ensures that all utility emergency cut/off switches/valves are properly identified and marked.

SCHOOL EMERGENCY/CRISIS PLAN

Duties and Responsibilities by Position

Planning Team

Planning Officer (School Based)

NAME: _____

- Develops planning strategies and recommendations to resolve the emergency/crisis including long term contingency plan relative to the emergency/crisis.
- Informs and coordinates overall response objectives with team players.
- Responds to special requests for information from the Incident Commander.
- Reviews the latest information regarding the emergency/crisis to determine and plan school needs to include follow-up.
- Provides accurate and timely status reports to the Incident Commander.
- Attends briefings held by the Incident Commander.
- Ensures planning for special needs of students/staff prior to the emergency/crisis.
- Ensures and anticipates problem areas, possible weather conditions, and pre-planned evacuation routes; identifies hazard in the building and on school ground for appropriate corrective action.

Schedule Debriefing

- Assigned to work in conjunction with the Incident Commander to ensure that a timely incident debriefing occurs; holds an initial debriefing as soon as possible and no later than 24 hours after the incident holds a more comprehensive debriefing with public safety responders

Planning Staff

- Assist the Planning Officer in developing contingency plans for the responding to the emergency/crisis.

Recommended Items for the Kit

School Building Information

Floor Plans	Floor plans should identify important building features such as locations of the fire alarm turn-off, utilities shut-off, sprinkler system shut-off, cable television shut-off, first aid kits and fire extinguishers. In addition, the floor plans should show location of all telephones and telephone wall jacks, computer locations and all other devices, which may be useful for communication during a critical incident.
Maps	Maps will help responders understand the traffic patterns and intersections that will be affected during a critical incident. In addition, maps can identify the relocation site. Several copies of these maps should be kept in the kits.
Blueprints	Architectural blueprints should be kept in the kits because the detailed information is important for SWAT teams, especially during a bomb threat. The facility personnel should have access to such blueprints.
Aerial Photos	Aerial photos of the school and surrounding area can assist law enforcement officials and emergency responders involved in the critical incident. Generally, these photos can be obtained from your local municipality.
Evacuation Plan with Routes and Rally Points	Each school should have an evacuation plan (i.e., the fire escape plan) with exit routes and rally points clearly marked. In addition, each school should have an alternate evacuation plan in case of unforeseen factors such as a chemical spill. Each evacuation route should have a safe rally point located away from the school.
Placards with Directional	During a critical incident, placards with the directional words "Medical Services" and "Media" make it easier for individuals to find where they need to go.
Procedures to Cut-Off: <ul style="list-style-type: none"> • Fire Alarm • Utilities • Sprinkler System • Cable Television 	Procedures to shut off fire alarms, utilities (such as gas, water, and electricity), sprinkler system and cable television should be kept in the kits. However, the decision to turn off these systems should be made on a case-by-case basis by the head of the Incident Command System.
Keys and/or Codes	The kits should contain a master key (or master codes) and other important keys to the building. These keys should be easily identifiable by tags. The keys for school could be placed in a separate locked container within the kits. Placing the keys in a locked container adds another measure of security for the keys. Fire department officials recommend keeping the master key in a Knox Box outside the school. A Knox Box is a non-destructible box, mounted near the building entrance. The fire department controls the master keys to the box, giving them immediate access during an emergency.
School Personnel and Student Information	
Master Schedule	On the day of crisis, one of the challenges is accounting for all the school's students. A master schedule allows for officials to know where students are located during the incident.
Current Day Roster	A current day roster also allows officials to know which students are present at school that day. Someone should be assigned the duty of updating and placing the roster in the kits at the beginning of each school day.
Faculty & Staff Roster	A faculty/staff roster should list those with first aid emergency services training and their cell phone numbers. In addition, the roster should identify those individuals with special needs.
Bus Roster & Route	Bus route and routes allow officials to know the whereabouts of students if an incident were to occur before or after school.
Sample Letters notifying students & parents of incident	Sample statements provide clear and concise ways of notifying all interested parties that an incident has taken place. Example statements should be placed in the kits as references along with a disk copy of the statement, so specific details can be added.
Student Release Forms	Enough student release forms should be kept in the kits and provided to the Student Accounting & Release Coordinator of the school's Incident Command System team. Student release forms will help keep track of the students.
Contact List	A contact list should be kept in the kits. The contact list should include: (1) community emergency phone numbers (police, sheriff, rescue, fire, local hospital counselors in faith community and private practice); (2) school numbers (list of cell phone numbers and pager numbers of staff); (3) volunteer and parent organizations numbers; and (4) media contacts to inform parents where children can be picked up.
Optional Miscellaneous Items	
Basic Supplies	These items should include (1) pens and pencils (2) notepad, (3) tape, (4) flashlight, (5) batteries, (6) name tags, (7) paper towels (8) laptop computers.

**CRITICAL INCIDENT
RESPONSE KIT CHECKLIST**

Instructions: Complete this form by filling in this person responsible for each item of the kit. In addition, record the date the item was placed in the kit. This checklist should be updated regularly.

ITEM	PERSON IN CHARGE	DATE PLACED
Floor Plans		
Maps		
Blueprints		
Aerial Photos		
Evacuation Plan with routes and daily points		
Placards with directional words		
Procedures Cut-Off: <ul style="list-style-type: none"> • Fire Alarm • Utilities • Sprinkler System • Cable Television 		
Keys and/or Codes		
Master Schedule		
Current Day Roster		
Faculty and Staff Roster		
Bus Roster and Route		
Sample letters notifying students and parents of incident		
Student Release Forms		
Contact List: <ul style="list-style-type: none"> • Community & Emergency • Phone Numbers • Schools Numbers • Volunteer and Parent • Organizations Numbers • Media Contacts 		
Optional Miscellaneous Items: <ul style="list-style-type: none"> • Pens and Pencils • Notepad • Tape • Flashlight • Batteries • Name Tags • Paper Towels • Laptop Computers 		

